

**BY ORDER OF THE
SECRETARY OF THE AIR FORCE**

AIR FORCE INSTRUCTION 36-2617

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Personnel

**AIR RESERVE FORCES POLICY
COMMITTEE AND MAJOR COMMAND
AIR RESERVE COMPONENTS POLICY
AND ADVISORY COUNCILS**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements Air Force Policy Directive 36-26, *Total Force Development and Management*, and Title 10 United States Code Section 10305, *Air Force Reserve Forces Policy Committee (ARFPC)*. It provides guidance on the operating procedures of the Air Reserve Forces Policy Committee and its policy subcommittees for the Air National Guard (ANG) and the Air Force Reserve (AFR) as delegated to the Assistant Secretary of the Air Force – Manpower and Reserve Affairs (SAF/MR) in accordance with Air Force Mission Directive 1, *Secretary of the Air Force*, and Headquarters Air Force Mission Directive 1-24, *Assistant Secretary of the Air Force, Manpower and Reserve Affairs*. It applies to all Air Force Components and Organizations: Major Commands, AFR, and ANG in the execution of the ARFPC. The term “Reserve Components” applies to BOTH the AFR and ANG throughout this publication. This Air Force publication may be supplemented at any level. Refer recommended changes and questions regarding this publication to the Office of Primary Responsibility using the Air Force Form 847, *Recommendation for Change of Publication*; route Air Force Form 847 from the field through the appropriate functional chain of command. Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule located in the Air Force Records Information Management System. This instruction contains only non-tiered compliance items (applicable at or above the MAJCOM level). Submit requests for waivers through the chain of command to the Publication Office of Primary

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SUMMARY OF CHANGES

This revised publication contains no new requirements. Document revisions limited to those required to meet the intent of the Air Force Directive Publication Reduction Initiative mandated through the 19 January 2018 Air Force Guidance Memorandum to Air Force Instruction 33-360, *Publications and Forms Management*. **Chapter 2** incorporates material from Chapters 2-7 of the prior version and **Chapter 3** incorporates material from Chapters 3-6 of the prior version.

Chapter 1

ROLES AND RESPONSIBILITIES

1.1. Role of the Air Reserve Forces Policy Committee (ARFPC). Title 10 United States Code, Section 10305 establishes the ARFPC and, within it, the Subcommittee on Air National Guard (ANG) Policy, and the Subcommittee on Air Force Reserve (AFR) Policy. The ARFPC provides the Secretary of the Air Force (SecAF) and the Chief of Staff of the Air Force (CSAF) unfiltered, objective, and independent advice regarding major policy matters directly affecting the Air Reserve Components and the mobilization preparedness of the Air Force. As a named component of the Office of the Secretary of the Air Force functioning under the administrative support of the Deputy Assistant Secretary of the Air Force for Reserve Affairs (SAF/MRR), the ARFPC provides the SecAF and the CSAF direct, unencumbered access to Reserve Component senior leaders' perspectives and the pulse of Reserve Component Airmen.

1.2. Responsibilities.

1.2.1. Assistant Secretary, Manpower and Reserve Affairs (SAF/MR). Provides recommendations to the SecAF regarding committee membership and operating procedures. Facilitates post-meeting briefings and reports from the ARFPC Chair to the SecAF and CSAF.

1.2.2. Deputy Assistant Secretary, Reserve Affairs (SAF/MRR). Provides administrative support of the ARFPC and serves as the SecAF's direct representative to the Committee and a non-voting advisor of the Committee, available to advise the ARFPC regarding current Air Force senior leader topics of concern. Provides oversight of the ARFPC support staff.

1.2.3. The Director, ANG (NGB/CF) and Chief of Air Force Reserve (AF/RE).

1.2.3.1. Recommends ARFPC nominations for Reserve Component appointments and vacancies to the SecAF through SAF/MRR.

1.2.3.2. Selects and appoints ARFPC delegates from their components to fill positions on the ARFPC support staff. At a minimum, one officer (O-3 to O-5) and one noncommissioned officer (E-5 to E-8) per component will be appointed at all times.

1.2.3.3. Refers policy issues to the ARFPC via the Executive Director or Chair/Vice Chair.

1.2.4. Major Command and Direct Reporting Unit Commanders or Equivalent (Field Operating Agency where applicable).

1.2.4.1. Establishes Reserve Component Policy and Advisory Councils to consider policy matters which directly affect Reserve Components.

1.2.4.2. Refers policy issues to the ARFPC through their Reserve Component Advisors.

1.2.5. Total Force Integration (HAF/DSI). Selects and appoints an ARFPC Liaison Officer (O-3 to O-5) to support ARFPC meetings.

1.2.6. Air Force General Counsel (SAF/GC) and The Judge Advocate General (AF/JA). Each designates a legal advisor to support ARFPC meetings.

Chapter 2

ARFPC MEMBERS AND OTHER PARTICIPANTS

2.1. Primary Members. The ARFPC is comprised of five officers each from the Regular Air Force; ANG and AFR in the grade of Brigadier General and above, appointed by the SecAF. (T-0)

2.1.1. Regular Air Force Members. The SecAF appoints the following five Headquarters Air Force directors as Regular Air Force primary members of the ARFPC: Director of Force Management Policy (AF/A1P), Director, ISR Operations (AF/A2O), Director of Logistics (AF/A4L), Director of Training and Readiness (AF/A3T), and Director of Strategic Plans (AF/A8X).

2.1.1.1. Regular Air Force primary members serve on the Committee for the duration of their tenures in their Headquarters Air Force position.

2.1.1.2. Reserve Component officers filling a Regular Air Force position appointed to the ARFPC may not act in the capacity of a Regular Air Force member of the ARFPC. The Reserve Component member may participate in ARFPC activities, but a Regular Air Force alternate will vote on behalf of the Regular Air Force when a vote is required.

2.1.2. Reserve Component (ANG and AFR) Members. The SecAF appoints five general officers from the ANG and AFR to serve as primary ARFPC members. Appointed Reserve Component members may not perform ARFPC duties while filling a Regular Air Force position.

2.1.2.1. The NGB/CF and AF/RE recommend nominations for ARFPC Reserve Component vacancies to the SecAF through SAF/MRR.

2.1.2.2. Reserve Component primary members are appointed for three-year terms. (T-0)

2.2. Alternate Members. The SecAF appoints a total of nine alternates, three from each component, and all holding the grade of Brigadier General or above. Alternates are named to allow flexibility in scheduling while ensuring five appointed members of each component are available to vote at each ARFPC meeting.

2.2.1. Regular Air Force Alternates. The SecAF appoints the following Headquarters Air Force directors as Regular Air Force alternate members of the ARFPC: Director of Strategy, Concepts, and Assessments (AF/A5S), Director of Cyberspace Strategy and Policy (SAF/CIO-A6S), and Director of Security Forces (AF/A4S).

2.2.1.1. Regular Air Force alternate members serve on the Committee for the duration of their tenures in their Headquarters Air Force position.

2.2.1.2. Reserve Component officers filling a Regular Air Force position appointed to the ARFPC may not act in the capacity of a Regular Air Force member of the ARFPC. The Reserve Component member may participate in ARFPC activities, but a Regular Air Force alternate will vote on behalf of the Regular Air Force when a vote is required.

2.2.2. ANG and AFR Alternates. The SecAF appoints three general officers from the ANG and AFR to serve as ARFPC alternates. Appointed Reserve Component members may not perform ARFPC duties while filling a Regular Air Force position.

2.2.2.1. The NGB/CF and AF/RE recommend nominations for ARFPC Reserve Component vacancies to the SecAF through SAF/MRR.

2.2.2.2. Reserve Component alternate members are appointed for three-year terms.

2.3. Chair and Vice Chair. The members of the Committee shall select by majority vote a Chair and a Vice Chair from among the ARFPC members not serving in a Regular Air Force position. ARFPC alternates are not eligible for the Chair or Vice Chair position. **(T-0)**

2.3.1. The Chair position will alternate between the ANG and the AFR. The Chair serves for a maximum of two years and is normally succeeded by the Vice Chair.

2.3.2. Election as Chair or Vice Chair will extend an ARFPC member for up to another two years of appointed membership. Succession from Vice Chair to Chair may generate another two years of appointed membership. The Chair and Vice Chair are voting members.

2.4. Non-voting Advisors.

2.4.1. The individuals filling the following offices serve as ARFPC advisors: SAF/MRR, Civil Air Patrol USAF Commander, Civil Air Patrol Corporate National Commander, Total Force Integration (HAF/DSI) General Officers, Chief Master Sergeant of the Air Force (CMSAF), and the Command Chiefs of each Reserve Component.

2.4.1.1. The ARFPC Civil Air Patrol Advisors may permit their respective Vice Commanders to attend in their absence.

2.4.1.2. The CMSAF and the Reserve Component Command Chiefs may each designate a SMSgt (E-8) or CMSgt (E-9) to represent them in their absence.

2.4.1.3. As the Total Force Integration (HAF/DSI) Office is comprised of a general officer from each Reserve Component, both may attend.

2.4.2. Other senior officers may be appointed by SecAF or invited by the Chair or Vice Chair of the ARFPC to attend and support ARFPC activities as non-voting advisors.

2.4.3. Due to the nature of policy matters typically under ARFPC purview, a legal advisor from SAF/GC and AF/JA will attend any meeting of the ARFPC to include closed executive sessions and subcommittee meetings.

2.4.4. With the concurrence of the ARFPC Chair, ARFPC members may invite Reserve Component advisors (above the Wing level) as well as key AFR and ANG functional directors to support ARFPC deliberations as subject matter experts on an as-needed basis.

2.5. Designated Representatives. Each member and alternate may designate a representative to attend ARFPC meetings on their behalf. Designated representatives do not vote.

2.5.1. Regular Air Force ARFPC member's designated representatives will be the next highest ranking **Regular Air Force** member available within their directorate.

2.5.2. Reserve Component ARFPC member's designated representatives should be the next highest ranking **Reserve Component** member available within their organization.

2.6. Designated Guests. The Chair, the Executive Director, and the Senior Enlisted Advisor may invite other federal employees to the ARFPC as needed to support ARFPC activities.

2.7. ARFPC Full-Time Support Staff. The Reserve Components will nominate two Guard/Reserve members, consisting of one senior officer and one senior noncommissioned officer, from either the AFR or the ANG, to SAF/MRR for assignment to provide full-time support to the ARFPC under SAF/MRR's supervision. The officer will serve as the Executive Director, and the SNCO will serve as the ARFPC Senior Enlisted Advisor.

2.7.1. The Executive Director position should be filled by a colonel who possesses experience in or other specialized knowledge of his or her Reserve Component's policy matters. The Director has authority to act on behalf of the ARFPC in implementing approved plans, programs, and policies and act on those matters that do not require formal committee action.

2.7.2. The Senior Enlisted Advisor to SAF/MRR will also serve as the Senior Enlisted Advisor to ARFPC and contribute to the administrative support for the functioning of the Committee. This position should be filled by a chief master sergeant who will coordinate and oversee the execution of the ARFPC support staff.

2.8. ARFPC Delegate Support Staff. The ARFPC support staff includes no less than one officer and one NCO from each Reserve Component selected from those serving in full-time support positions within the National Capital Region. These delegates are appointed to the ARFPC for the purpose of providing the ARFPC with administrative support.

2.8.1. The officer position (captain to lieutenant colonel) from each Reserve Component will be appointed as the NGB/CF's and AF/RE's officer delegate to the SecAF for the ARFPC.

2.8.2. The NCO position (staff to senior master sergeant) from each Reserve Component will be appointed as the NGB/CF and AF/RE enlisted delegate to the SecAF for the ARFPC.

2.8.3. The ANG and the AFR should expect delegates to the SecAF to provide a maximum of 45 nonconsecutive days of support annually. This support should be considered a significant assignment away from their primary full-time position within the National Capitol Region.

2.8.4. The Executive Director may request additional support if required from the AFR and the ANG, not to exceed five officers from each Component.

2.8.5. Support expectations will include, but are not limited to: pre-conference administrative efforts, email coordination, conference package development, attendance confirmations, conference administrative and technical support, and post-conference administration, creation of meeting minutes, consolidation of action items, strategic communications, posting updates to electronic storage, and routing requests for information to each respective component.

Chapter 3

ARFPC PROCEDURES

3.1. Full Conference Forum. The Full Conference Forum is used to fulfill ARFPC's statutory mission. The Full Conference Forum:

- 3.1.1. Shall meet in person at least semiannually.
- 3.1.2. Shall include the 15 members and their alternates, the non-voting advisors, and any designated guests of the Chair, the Executive Director, and the Senior Enlisted Advisor.
- 3.1.3. Shall be used to discuss agenda items, receive advice and counsel from advisors and designated guests, and to afford the ARFPC members an opportunity to deliberate and vote on matters presented to them for review and comment.
- 3.1.4. Consists of the Chair or Vice Chair and at least seven other voting members constitute a quorum.

3.2. Closed Executive Session. The Closed Executive Session is used to support focused deliberations and voting. The Closed Executive Session:

- 3.2.1. Usually convenes in person at the end of each Full Conference Forums but may also meet in between using other efficient means such as telephone/video conferencing, email communications or other electronic means via the internet/computer technologies.
- 3.2.2. Shall include only the 15 ARFPC members and alternates acting on behalf of an absent member. The Chair may also invite select advisors and support staff required for any matters under deliberation.
- 3.2.3. Shall be used to provide a means for more focused discussions and decisions on Reserve Component issues and to vote on selection of a new Chair or Vice Chair.
- 3.2.4. Consists of the Chair or Vice Chair and at least seven other voting members constitute a quorum.

3.3. Subcommittee Meetings. By statute, the ARFPC has two subcommittees: the Subcommittee on ANG Policy, and the Subcommittee on AFR Policy. Subcommittees will convene as required for policy matters that impact a single Reserve Component. **(T-0)**

- 3.3.1. If needed, usually convenes in person during Full Conference Forums but may also meet in between using other efficient means such as telephone/video conferencing, email communications or other electronic means via the internet/computer technologies.
- 3.3.2. The Subcommittee on ANG Policy consists of the members of the Committee other than the AFR members. The Chair of the Subcommittee on ANG Policy will be the ANG member who is serving as either the ARFPC Chair or Vice Chair. **(T-0)**
- 3.3.3. The Subcommittee on AFR Policy consists of the members of the Committee other than the ANG members. The Chair of the Subcommittee on AFR Policy will be the AFR member who is serving as either the ARFPC Chair or Vice Chair. **(T-0)**
- 3.3.4. The subcommittee Chair and at least five other voting members will constitute a quorum for subcommittees to address policy matters affecting only one Component.

3.4. Voting.

3.4.1. Only the 15 ARFPC members appointed by the SecAF, or a qualified alternate voting on behalf of an unavailable member, are eligible to vote at Full Conference Forums or Closed Executive Sessions.

3.4.2. Only the 10 subcommittee members appointed by the SecAF, or a qualified alternate voting on behalf of an unavailable member, are eligible to vote at Subcommittee Meetings.

3.4.3. Once a quorum is established, a majority vote of the members present determines the findings and recommendations. Dissenting views will be included and acknowledged in the ARFPC Chair's or subcommittee Chair's briefing to SecAF and the CSAF.

3.5. Committee Reports. At least once a year, the ARFPC Chair, Vice Chair, and one Regular Air Force committee member should normally brief the SecAF on any ARFPC reviews and comments regarding any Reserve Component matter or mobilization policy considered by the ARFPC. At a minimum, meeting minutes will be submitted to the SecAF after each Full Conference Forum.

3.5.1. The Executive Director provides a copy of meeting minutes to all ARFPC Members and Advisors. A copy should also be made available to Reserve Component Advisors, ANG, and AFR Functional Directors through e-mail distribution and/or by posting on the ARFPC site.

3.5.2. When deemed appropriate by the SecAF or the ARFPC Chair, any policy item impacting other military service Reserve Components may be forwarded by the ARFPC Chair to the Military Executive of the Reserve Forces Policy Board for review, consideration, and possible action at the Office of the Secretary of Defense level.

Chapter 4

MAJOR COMMAND RESERVE COMPONENT POLICY AND ADVISORY COUNCILS

4.1. Major Command commanders should establish Reserve Component Policy and Advisory Councils to consider policy matters which directly affect either one or both of the Reserve Components. Reserve Component Command Advisors will serve as the liaison between their Command Reserve Component Policy and Advisory Councils and the ARFPC.

4.2. Major Commands which have ARFPC matters referred to them will be asked by the Committee to provide feedback on their proceedings in general and specifically on those Reserve Component policy issues that may affect more than one Command. Inputs from Commands should be routed from Command Reserve Component Advisors to the Executive Director, ARFPC.

4.3. Specific format and functioning of Major Command Reserve Component Policy and Advisory Councils will be at the Major Command commander's discretion and operating guidance will be published as a Major Command supplement to this instruction.

4.4. The ARFPC Executive Director will serve as the focal point for communication and coordination with Major Command Reserve Component Policy and Advisory Councils through each corresponding Command's Reserve Component Advisors. Any Command that elects not to formally establish a Command Reserve Component Policy and Advisory Council will still have interface with the ARFPC via their assigned Command Reserve Component Advisors. The Executive Director may task Command Reserve Component Advisors to provide background information or coordinate input from the Advisor's Command. In addition, Reserve Component Command Advisors may be asked to update the Committee on Command policies with Guard and Reserve interest.

4.5. Major Command Reserve Component Advisors, to include Numbered Air Force Reserve Component Advisors within a given Command, may be invited to participate in an ARFPC Full Conference Forum.

Chapter 5

HEADQUARTERS AIR FORCE RESERVE COMPONENT ADVISORS AND ANG AND AFR FUNCTIONAL DIRECTORS

5.1. Headquarters Air Force Reserve Component Advisors and ANG and AFR Functional Directors are a critical link between the ARFPC and ongoing Air Force policy development. As matters arise that require background information or follow-up discussion with Air Force policy implications, these officers, in coordination with NGB/CF and AF/RE, can interpret and provide guidance on those policies impacting the Reserve Component from a functional and guard or reserve affairs perspective and suggest recommendations on how best to facilitate the integration of those proposed policies across the Total Force.

5.2. When acting on behalf of the ARFPC Chair or Vice Chair, the ARFPC Executive Director may task Headquarters Air Force Reserve Component Advisors and ANG and AFR Functional Directors to provide background information or coordinate input from the Advisor's functional community. In addition, Reserve Component Advisors may be asked to update the Committee on policies with Guard and Reserve interest.

5.3. Headquarters Air Force Reserve Component Advisors and ANG and AFR Functional Directors may be invited to participate in an ARFPC Full Conference Forum.

SHON J. MANASCO
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Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

10 United States Code, Section 10305, *Air Force Reserve Forces Policy Committee*
Air Force Instruction 33-360, *Publications and Forms Management*, 1 December 2015
Air Force Manual 33-363, *Management of Records*, 1 March 2008
Air Force Mission Directive 1, *Secretary of the Air Force*, 5 August 2016
Air Force Policy Directive 36-26, *Total Force Development and Management*, 22 December 2015
Headquarters Air Force Mission Directive 1-24, *Assistant Secretary of the Air Force, Manpower and Reserve Affairs*, 15 December 2008

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

AF/A1—Deputy Chief of Staff for Manpower, Personnel and Services
AF/A1P—Director of Force Management Policy
AF/A2—Assistant Deputy Chief of Staff for Intelligence, Surveillance and Reconnaissance (Deputy)
AF/A3T—Director of Training and Readiness
AF/A4L—Director of Logistics
AF/A4S—Director of Security Forces
AF/A5S—Director of Strategy, Concepts, and Assessments
AF/A8X—Director of Strategic Plans
AF/JA—The Judge Advocate General
AFR—Air Force Reserve
AF/RE—Chief of Air Force Reserve
ANG—Air National Guard
ARFPC—Air Reserve Forces Policy Committee
CMSAF—Chief Master Sergeant of the Air Force
CSAF—Chief of Staff of the Air Force
HAF/DSI—Headquarters Air Force, Director of Staff Integration
NGB/CF—Director of the Air National Guard

SAF/CIO-A6S—Director of Cyberspace Strategy and Policy

SAF/GC—Air Force General Counsel

SAF/MR—Assistant Secretary of the Air Force for Manpower and Reserve Affairs

SAF/MRR—Deputy Assistant Secretary of the Air Force for Reserve Affairs

SecAF—Secretary of the Air Force

TFI—Total Force Integration